



City of Grants Pass Position Announcement

Municipal Services Worker – Property Management

Application deadline: Monday, August 30, 2010 at 5:00 p.m.

Salary Range: \$2,714 to \$3,300 per month plus benefits

The City of Grants Pass is currently accepting applications to fill a full time opening for a Municipal Services Worker assigned to the Property Management Division of the Parks and Community Services Department. This full time worker will be a member of the Teamsters Local No. 223.

The general duties of this position will be to perform a variety of indoor and outdoor work maintaining and repairing property and buildings. Responsibilities include: tasks associated with maintaining, painting, woodworking, repair, minor electrical repairs, cleaning, landscaping, graffiti removal and monitoring construction activities by others including various activities related to record keeping.

Minimum qualifications include the following:

- Graduation from high school or GED and two years of related experience are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.
- Knowledge of buildings and grounds maintenance principles and practices.
- Use of a wide range of equipment necessary to develop, maintain, and repair City properties.
- Use of a computer and related software applications.
- Communication and interpersonal skills.

How to Apply:

Application materials must be turned in by the closing date in order to be considered for this position. Applications can be hand delivered or post-marked by the application deadline. Applicants with minor errors on their application materials may be contacted for corrections. However, any application that is missing a cover letter, résumé, or supplemental questionnaire will not be considered. No late, incomplete, or faxed applications will be accepted.

The required materials to be turned in by the application deadline for this recruitment are:

1. City Application
2. Supplemental Questionnaire
3. Résumé
4. Cover Letter

Ranking and Selection:

The ranking and selection of applicants to proceed in the process includes: experience, education, responses to supplemental questionnaire, and meeting minimum qualifications of the position. The selection process for the position of Municipal Services Worker includes the following steps: application review, oral and hands on interview, tentative offer, driving and criminal history check, reference check, pre-employment physical examination, drug testing, and final offer of employment.

All candidates will be notified of the status of their application after the closing date.

Contact Information:

City of Grants Pass
Human Resources Department
101 N.W. "A" Street

www.grantspassoregon.gov

Grants Pass OR 97526

Phone 541.474.6360 extension 6440

e-mail: tmartin@grantspassoregon.gov

Applicants for positions for which a Public Safety background investigation is required and who failed that particular pre-employment requirement will not be considered for any position for which such a background investigation is required for a minimum period of twelve months from the date of application.

Candidates unsuccessful in any part of the testing process may re-apply to test for future openings after waiting thirty (30) days.

Municipal Services Worker – Property Management

SUPPLEMENTAL QUESTIONNAIRE

(All answers must be handwritten by applicant in ink. You may attach additional paper as needed; however, no answer should be any longer than one page.)

Name _____ Date _____

1. Please tell us why you are applying for this position.
2. Describe your ability to determine a scope of repairs or remodel activity for which you prepared a report. Please attach a copy of the report if available.

3. Please describe in detail one project that shows your skill in organizing recurring building maintenance.
4. Please describe what type of experience you have using computers including types of software used on and off of the internet. Please use enough detail to discern your proficiency using each type.
5. What additional experience, qualifications and/or education do you have that might help you in this job?

I certify that each of the answers given above is correct and true to the best of my knowledge. I understand that any untruthfulness on this form will be grounds for subsequent disqualification or dismissal in the event that I am hired for the position of Municipal Services Worker.

Signed: _____

Date: _____

Employment Application

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

POSITION APPLIED FOR : _____

PLEASE PRINT OR TYPE CLEARLY:

Last Name	First	Initial	
Street Address	City & State	Zip	
Mailing Address	City & State	Zip	
Telephone Home	Work	Cell	Message
Electronic Mail Address	Driver's License Number/ State Issued / Expiration Date		
Best way to reach you? Home Phone Cell Phone E-mail			
Nickname or preferred name			

Answer all of the questions listed below:

- 1. Are you 18 years of age or over?** Yes No
- 2. If applying for a sworn Police Officer position, are you 21 years of age or over?** Yes No
- 3. Can you demonstrate that you are a Citizen of the United States or that you are legally authorized to work in the United States?** Yes No
- 4. Have you previously been employed by the City of Grants Pass?** Yes No

If so, when and what position/s? _____

- 5. Have you ever been a member of a State of Oregon Public Employees Retirement System (PERS or OPSRP)?** Yes No
- 6. Have you ever been convicted of a felony or a misdemeanor other than a minor traffic violation?** Yes No

(Convictions are not an automatic bar to employment. Each case is considered separately.)

Please attach a separate sheet that discusses all convictions including date, charge, and disposition.

- 7. Do you have a High School Diploma?** Yes No

Name of School	Location (City & State)

- 8. If not, do you have a General Equivalency Degree/Certificate? (GED)** Yes No

Name of School	Location (City & State)

Skills and Abilities:

Using a scale of 0 to 5 (0 is low and 5 is high) please indicate your skill level for the following:

_____ Typing / Keyboarding (_____ wpm)	_____ Computer Use
_____ Email	_____ Internet Use
_____ Microsoft Office Applications	_____ Multi-Line Phone
_____ 10-Key	_____ Spreadsheet Software
_____ Public Speaking	_____ Interpersonal Communication Skills
_____ Defensive Driving	_____ Other _____

List any special training, certificates, professional, vocational licenses, registrations, languages, or additional job-related skills specific to the position you are applying for:

Education / Specialized Training:

List additional Education beyond High School (college, universities, military schools, trade schools etc).

Name of School	Location (City & State)	Major	Credits Completed	Certificates or Degrees

Employment History:

Starting with your present or last employer, please list your work experience during the last 10 years, including all non-paid or volunteer work. If you need more space, please attach additional sheets. Explain gaps in employment. A resume will not be accepted as a substitute for employment history.

Job Title _____ Start Date _____ End Date _____

Employer _____ Address _____

Phone _____ Direct Supervisor _____

Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No

Starting Salary _____ Ending Salary _____

Duties/Responsibilities _____

Reason for leaving : _____

Job Title _____ Start Date _____ End Date _____

Employer _____ Address _____

Phone _____ Direct Supervisor _____

Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No

Starting Salary _____ Ending Salary _____

Duties/Responsibilities _____

Reason for leaving: _____

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Job Title _____ Start Date _____ End Date _____

Employer _____ Address _____

Phone _____ Direct Supervisor _____

Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No

Starting Salary _____ Ending Salary _____

Duties/Responsibilities _____

Reason for leaving : _____

If more space required for Employment History, please attach an additional sheet.

AGREEMENT: I understand any misrepresentation or deliberate omission may be justification for termination or refusal of employment. I agree to undergo psychological screening (when applicable), physical examination and drug screening. I fully understand employment is contingent upon meeting the City's physical requirements. (Note: Physical requirements will be assessed only as they relate to the position applied for. The City does not discriminate on the basis of handicap.) Candidates unsuccessful in any part of the testing process may reapply to test for future openings after waiting six months, unless it was for failure to pass the background or psychological examination, which requires the applicant to wait to retest for three (3) years. I HEREBY AUTHORIZE THE EMPLOYERS, SCHOOLS OR PERSONS NAMED ON THIS APPLICATION TO GIVE ANY ADDITIONAL INFORMATION REGARDING MY QUALIFICATIONS AND CHARACTER. I HEREBY AUTHORIZE THE CITY TO REVIEW MY DRIVING RECORD AS WELL AS CRIMINAL HISTORY.

Please read the above and sign _____

Signature

Date

CITY OF GRANTS PASS
AFFIRMATIVE ACTION QUESTIONNAIRE

NOTE TO APPLICANT: The City of Grants Pass is an equal opportunity employer. For the purposes of satisfying State and Federal requirements, your cooperation in volunteering the following information is appreciated. This form will be removed from your employment application and kept separate and confidential.

Name: _____

Position Applied For: _____

Age: _____

Gender: Male ☐ Female ☐

Please check the appropriate box:

Ethnic Origin (select one):

- ☐ **White** (not of Hispanic origin)- having origins in any of the original peoples of Europe, North Africa or the Middle East.
- ☐ **Black** (not of Hispanic origin)- having origins in any of the Black racial groups of Africa
- ☐ **Hispanic**- all peoples of Cuban, Mexican, Puerto Rican, Central or South America or other Spanish culture or origin regardless of race.
- ☐ **Asian or Pacific Islanders**- having origins in any of the original peoples of the Far East, southeast Asia, Indian subcontinent or the Pacific Islands.
- ☐ **American Indian or Alaskan Native**- having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Optional Survey:

I learned about this position through the following source(s):

- ☐ Newspaper (please specify) _____
- ☐ Organization or Group (please specify) _____
- ☐ Newsletter or Journal (please specify) _____
- ☐ City Employee ☐ Employment Office
- ☐ City Web Site ☐ Other (please specify) _____



CITY OF GRANTS PASS, OREGON CLASS SPECIFICATION

MUNICIPAL SERVICES WORKER

<u>FLSA STATUS:</u> Non-Exempt	<u>DBM RATING:</u> N/A	<u>GROUP:</u> TEAMSTER
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CLASS SUMMARY:

The Municipal Services Worker is the entry through semi-skilled level of a three level Maintenance and Operations Series. Incumbents are responsible for duties associated with right-of-way repair and maintenance, municipal property building maintenance, operation of heavy equipment or park and grounds cultivation and maintenance.

Upon assignment to right-of-way activities, incumbents inspect, repair and maintain streets, sidewalks, signage, and drainage systems including operating power tools and medium to heavy equipment, setting up traffic control, and trimming vegetation. Assignment to parks and grounds, incumbents mow, edge, prune, plant, monitor pool chemical levels, repair and maintain irrigation systems including application of chemicals, perform park facilities customer service, park safety inspections, grounds and building maintenance and repair, and routine equipment maintenance. Assignment to property management, incumbents may also maintain, paint, and clean City property, may handle minor plumbing and electrical repairs, graffiti removal and monitor contract activities by others.

Independent work, complexity of assignments, and scope of review increases with knowledge and experience.

The Municipal Services Worker is distinguished from the Municipal Services Specialist by its focus on the conduct of routine maintenance/repair duties as directed.

<u>ESSENTIAL DUTIES:</u> These duties are a representative sample; position assignments may vary.		<u>FREQUENCY</u>
1.	Installs and/or maintains and/or repairs City infrastructure, equipment and buildings including streets, sidewalks, signage, drainage systems, hardscape features, parks facilities and public grounds, pools, irrigations systems and other City property as assigned.	Daily 60%
2.	Conducts site inspections of city infrastructure and equipment including streets, sidewalks, signage, drainage systems, parks facilities and public grounds, pools, irrigations systems and other City property as assigned.	Daily 10%
3.	Provides customer service which may include response to telephone and in-person and/or electronic and written requests and inquiries, complaint resolution, and/or assistance with events and emergencies.	Daily 10%
4.	Compiles data and information, and maintains records and reports.	Daily 10%
5.	Performs other duties of a similar nature or level.	As Required



CITY OF GRANTS PASS, OREGON CLASS SPECIFICATION

MUNICIPAL SERVICES WORKER

Training and Experience (positions in this class typically require):

A High School Diploma or GED and two years of related experience are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

- Oregon Driver's License – Class C
- Based upon assignment, additional licenses/certifications may be required within one year of appointment including:
 - Oregon Driver's License – Class B
 - Pesticide Applicator License
 - Pool Operator Certificate

Knowledge (position requirements at entry):

Knowledge of:

- Street construction/grounds maintenance principles and practices;
- Utility, buildings and grounds maintenance principles and practices;
- City infrastructure layout and location of public properties;
- Applicable City policies and ordinances;
- Applicable Federal, State, and local laws, rules, and regulations.

Skills (position requirements at entry):

Skill in:

- Use of a wide range of equipment necessary to develop, maintain and repair City properties;
- Development and maintenance of records;
- Use of a computer and related software applications;
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions.

Heavy Work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.



CITY OF GRANTS PASS, OREGON CLASS SPECIFICATION

MUNICIPAL SERVICES WORKER

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Adopted by Council July 2, 2008

Revised July 7, 2010

Resolution No. 5379

Approved: _____ Date: _____
Karin Lange, Human Resources Director

Approved: _____ Date: _____
Laurel Samson, City Manager